



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Statistics Adviser – Civil Registration and Vital Statistics (CRVS)</b>
<b>Division/Programme and Section/Project (if any):</b>	<b>Statistics for Development Division / Statistics Collections</b>
<b>Location:</b>	<b>Suva</b>
<b>Reporting to:</b>	Deputy Director, Leadership and Governance
<b>Number of Direct Reports:</b>	<b>0</b>
<b>Purpose of Role:</b>	Lead and support Pacific Island Countries and Territories in strengthening civil registration practice and the production of vital statistics collection, including registration of birth, deaths, marriages and other vital events, and the certification, coding and reporting on causes of death.
<b>Date:</b>	October 2024

### Organisational Context and Organisation Chart

The Statistics for Development Division (SDD) comprises 30 – 50 long term staff and consultants within the Pacific Community (SPC). Its objective is for the region to meet the outcome set out in the 2022-2030 Pacific Statistics Strategic Framework:

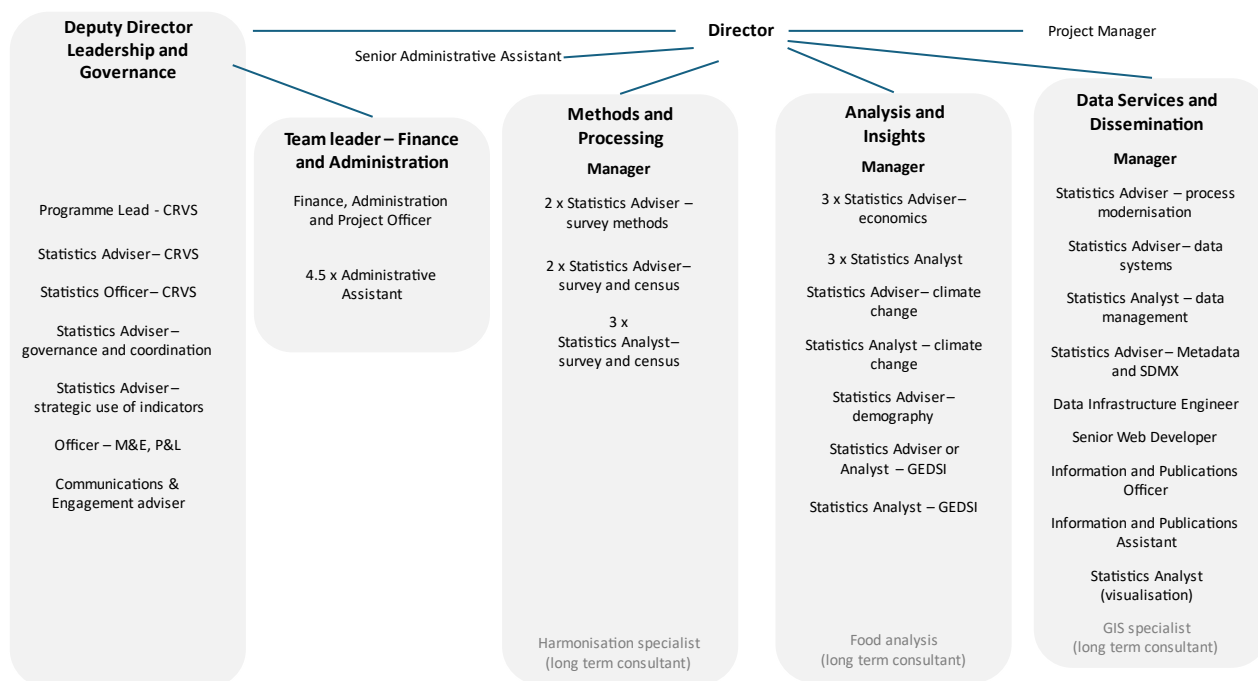
**“All Pacific peoples, economies and environments benefit from better data and evidence-based decision-making for sustainable development”**

SDD comprises four technical teams and a finance and administration team in support as shown in the organizational chart on the next page.

All teams work in close cooperation with each-other.

Most SDD staff, including the Director, are based in Noumea. The Leadership and Governance team, including the unit working on civil registry and vital statistics, is located in Suva and reports to the Deputy Director.

## Statistics for Development Division organisational chart



### Key Result Areas (KRAs):

The performance requirements of the Key Result Areas are broadly described below

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<b>KRA #1 Regional CRVS Coordination and Technical Advice (20-50%)</b>	<ul style="list-style-type: none"> <li>SPC is recognised as a successful leader promoting good practice in the Pacific with regards to CRVS.</li> <li>Regional developments in CRVS are advanced through well planned, widely-owned, up-to-date, well evaluated and coordinated frameworks such as the Action Plan for Pacific CRVS under the Brisbane Accord Group (BAG).</li> <li>Support provided, in partnership with other agencies and through country CRVS committees, to respond to improvements such as a regional medical certification of causes of death, business process mapping or development of action plans.</li> <li>Opportunities for regional-level collaboration and peer-peer capacity building are identified.</li> <li>Relationships with key stakeholders – in member countries, donors, and implementation partners – are positive as evidence through feedback.</li> </ul>
<b>KRA #2 Strengthened Administrative Data Systems (20-50%)</b>	<ul style="list-style-type: none"> <li>Lead training design and delivery of various initiatives to national counterparts on relevant administrative data systems and leads to tangible increases in capability.</li> <li>Specialist support and advice is given to assist countries to review and make informed decisions about upgrading IT systems, processes and legislation relating to CRVS and population registries, with active engagement with partners and demonstrable progress</li> </ul>
<b>KRA #3 Strengthened Vital Statistics (20%)</b>	<ul style="list-style-type: none"> <li>Improvements are achieved in data management, processing, analysis and publication of data from civil registration systems.</li> <li>Staff from relevant ministries trained in how to produce standard vital statistics measures.</li> <li>Analysis of vital statistics and cause of death data is undertaken and published for at least two countries.</li> </ul>

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

### Most Challenging Duties Typically Undertaken (Complexity):

- Building consensus while developing prioritisation and resourcing strategies and roadmaps with broad support from complex groups of stakeholders including member countries, technical implementation agencies and donors.
- Systems and process improvement in various stages of the civil registration and vital statistics ecosystem
- Training, advice and other capacity building support on technical issues in a cross-cultural environment with a wide range of quality of data, systems, processes and understanding of civil registration and vital statistics practices.

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<b>Internal</b>	
<ul style="list-style-type: none"> <li>• Colleagues in SDD</li> <li>• Colleagues in other SPC teams such as the Public Health Division and the Pacific Data Hub Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination of technical assistance and other activities</li> <li>• Advise and assist on CRVS related work programmes</li> </ul>
<b>External</b>	
<ul style="list-style-type: none"> <li>• Heads and staff of National Civil Registration Agencies and associated agencies such as Health, Statistics and Identity</li> <li>• Donors / development partners (e.g. Bloomberg Philanthropies, Australian and New Zealand Foreign Affairs)</li> <li>• Technical Partners (e.g. UNESCAP, UNICEF, WHO, UNFPA, UNDP, UNICEF, PIHOA, and ABS)</li> <li>• Regional coordination mechanisms (PCRN, PHIN, BAG)</li> <li>• Contractors and consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering training and direct support</li> <li>• Prioritising requests for assistance and planning and delivering support in response</li> <li>• Presenting the SPC as an expert voice to be respected and listened to, promoting coordination and building a base for further resourcing</li> <li>• Communicating CRVS issues and the results of analysis to both experts and non-experts</li> </ul>

### Level of Delegation:

The position holder has an operational expenditure budget of: *nil*.  
 Budget Sign off Authority without requiring approval from direct supervisor: *up to 50 euros*.

### Personal Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Masters level qualifications in public administration, health, statistics, data science or other academic discipline related to the role or equivalent body of knowledge and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Member of a recognized professional association or related bodies</li> <li>• Adult learning, training or capability building qualifications</li> </ul>

## Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 10 years of relevant experience in civil registration, vital statistics, health information or related areas</li> <li>• Extensive knowledge and experience of at least two of: registration of life events; health information systems; medical certification and/or coding; data processing; and/or analysis.</li> <li>• Experience in designing and delivering training for professionals</li> <li>• A good understanding of the challenges developing countries (particularly small island states) face, in the collection, management and analysis of administrative records</li> <li>• Excellent oral and written English language communication.</li> <li>• Demonstrated ability to work with people from different national and cultural backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a developing country environment, preferably in the Pacific Island region</li> <li>• Project management experience</li> <li>• Extensive experience in one or more of public management, health, statistics, data science</li> <li>• French language</li> <li>• A Pacific Islands language</li> </ul>

## Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> <li>• Understanding of operating environments of Pacific Island civil registrations, health or statistics agencies</li> <li>• Technical skills for at least two of: registration of life events; health information systems; medical certification and/or coding; data processing; and/or analysis</li> <li>• Provision of technical advice and training</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Communication and professional networking</li> <li>• Tools used in the collection, storage or analysis of civil registration data</li> <li>• Strategic influencing and stakeholder engagement</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Staff and consultant management</li> <li>• Aspects of civil registration and vital statistics not at the 'Expert' level</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Pacific cultures and practice</li> <li>• SPC Regulations and Policies</li> </ul>

## Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

## Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

## **Change to Job Description:**

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.



## JOB DESCRIPTION

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<b>Number of Direct Reports:</b>	<b>0</b>
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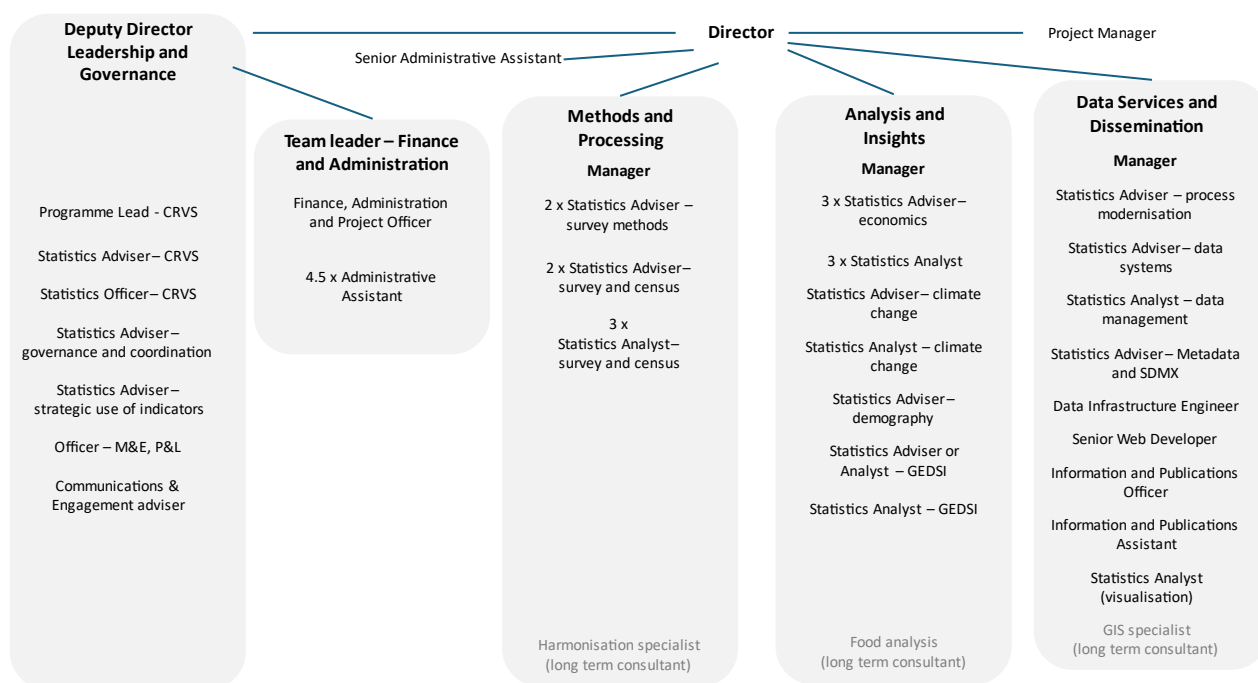
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### Key Result Areas (KRAs):

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<b>KRA #2 Administrative Data Systems Support (20-50%)</b>	<ul style="list-style-type: none"> <li>Support the design and delivery of various sorts training initiatives national counterparts on relevant administrative data systems and leads to tangible increases in capability.</li> <li>Specialist support and advice is given to assist countries to review and make informed decisions about upgrading IT systems, processes and legislation relating to CRVS and population registries, with active engagement with partners and demonstrable progress</li> </ul>
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### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Degree in public management, health, statistics, data science or other academic discipline related to the role or equivalent body of knowledge and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Member of a recognized professional association or related bodies</li> <li>• Adult learning, training or capability building qualifications</li> </ul>



## Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 7 years of relevant experience in civil registration, vital statistics, health information or related areas</li> <li>• Knowledge and experience of at least two of: registration of life events; health information systems; medical certification and/or coding; data processing; and/or analysis.</li> <li>• Experience in designing and delivering training for professionals</li> <li>• A good understanding of the challenges developing countries (particularly small island states) face, in the collection, management and analysis of administrative records</li> <li>• Excellent oral and written English language communication.</li> <li>• Demonstrated ability to work with people from different national and cultural backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a developing country environment, preferably in the Pacific Island region</li> <li>• Project management experience</li> <li>• Experience in one or more of public management, health, statistics, data science</li> <li>• French language</li> <li>• A Pacific Islands language</li> </ul>

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